



The role of the Loan Closing Specialist must be energetic, meticulous, organized, thorough and work with a great deal of confidentiality. The incumbent will ensure all loans are closed in a timely manner and that loan funding activities of the Corporation follow Agency (SBA & USDA Rural Development) rules and regulations. Additional responsibilities include support to the loan servicing function, serve as back-up in the loan processing functions as well as superior customer support to Dakota Business Lending's small business clients and banking partners. This position reports directly to the Closing Officer and the Vice President of Loan Operations.

Primary responsibilities include:

- Assist with the preparation and review of loan documents to ensure that they are complete and accurate to assure timely loan closing and funding activities.
- After loan is approved by SBA, create a closing checklist for the lender and borrower.
- Communicate and work with the lender and borrower to collect the information to get the loan ready for closing. This includes, but not limited to doing project cost changes or any change in the loan authorization, collecting any application documents that are still outstanding.
- Organize and figuring out cost documents and borrowers equity to follow regulatory agencies.
- Follow up closing work: record documents, order flood, prepare and submit UCC/UCC searches, order title work, request bank to release interim mortgage, send funding packet out to the borrowers, scan all closing checklist and closing documents into BMI, and prepare closing file (blue).
- After the loan is closed, assist with the preparation of the file for the designated attorney to review / approve for funding and then forward to the SBA district attorney and work with the district attorney to ensure the funding is completed.
- Submit required package and information and all documents to central servicing agent (CSA).
- Prepare collateral file and send it to the Fresno SBA Centralized Servicing Center.
- After closing, create necessary ticklers for on-going file maintenance and update Ventures database.
- Create, input, and maintain physical and electronic loan files throughout the application process.
- Review loan application packages for completeness and accuracy and correspond with Dakota Business Lending loan officers, lenders, and borrowers regarding outstanding items as well as ongoing monitoring to ensure receipt of the necessary documentation.
- Communicate loan application package deficiencies to applicants, third party lenders & the Dakota Business Lending team. Follow-up with applicants and third-party lenders regularly to ensure timeline processing of applications.
- Complete in-house post-approval tasks such as ordering certified copies, verifying entity status with the Secretary of State, verifying tax transcripts, ordering certified articles, and obtaining appraisal and environmental report approval, etc.
- Assist with the preparation and submission of any actions regarding changes required to gain appraisal or environmental approval prior to closing.
- Serve as support and assistance to the loan servicing functions of the Corporation as may be required.
- Assist with answering the phones when needed.
- Assist co-workers in any areas that need immediate attention.
- Assist with creation and up-keep of procedures, checklists, and workflow documents.
- Respond to day-to-day servicing emails and calls.



The person in this job must be organized, detail orientated, collaborative, able to communicate professionally, have a desire to succeed, and have passion for our mission. This is not an entry level position and some relevant experience is desired. The person should also have post-secondary education in business administration, finance, accounting, or related undergraduate degree preferred, along with two to four years of related loan closing work experience. Familiarity with commercial and small business lending, especially in the loan closing area and with Small Business Administration programs, is desired. This position is located out of our Fargo, ND office. Minimal to no travel is required for this position.

Core competencies for a person in this position are:

- Customer Orientation: Shows concern for satisfying client needs. Quickly and effectively solves client problems.
- Thoroughness: Ensures one's own and others' work and information are complete and accurate. Develops and uses systems to organize and keep track of information and work progress.
- Integrity: Demonstrates that one is responsible, dependable, ethical, and trustworthy.
- Intelligence: Learns quickly. Demonstrates ability to understand and absorb added information quickly and proficiently.
- Collaboration: Reaches out to and cooperates with teammates and clients to establish collaborative working relationships that help accomplish Dakota Business Lending's mission and vision.
- Fluidity: Open to different and new ways of doing things and willing to change. Able to see the merits of perspectives other than one's own.

We offer a caring, collaborative culture, casual/business casual dress code, top-notch benefits package, and competitive salary based on experience. Dakota Business Lending is an Equal Opportunity Employer. Effective June 8, 2022.